



Application for Business Personal Property Exemption

In compliance with Missouri Revised Statutes Sections 137.115, 137.122, 137.340, and 140.100, every business, including churches, nonprofits, not-for-profits, etc., operating in Jackson County must renew the Business Declaration Account every year. Failure to open an account and maintain the required annual 'Business Account Declaration' will result in penalties, interest charges, and/or loss of exemption status.

Business Personal Property (BPP) are items owned and utilized for the operation of the organization. This may include the following: office supplies, furniture, fixtures, office equipment, certain machinery, computers, printer/scanner/copier, telephones and cell phones.

Please complete the application and attach all required documents.

Eligibility Category for Petitioner's Exemption		
<input type="radio"/> Religious <input type="radio"/> Charitable <input type="radio"/> Educational <input type="radio"/> Fraternal <input type="radio"/> Other _____		
Business Account No. (example 00000000B)		
Date of Deed to Organization (If applicable)	Date Organization began usage (month and year)	
Exact legal name of petitioning organization as it appears on the Deed of Record or DBA		
Situs Address (physical location of property)		
Situs City	Situs State	Situs Zip Code
Organization's URL Website Address (if applicable)		
Other social media addresses, i.e., Facebook, YouTube, Instagram, X (formerly Twitter), TikTok (if applicable)		
Primary Contact's Name		Telephone
Primary Contact's Address		
Primary Contact's City	Primary Contact's State	Primary Contact's Zip Code
Primary Contact's Email Address		
Secondary Contact's Name		Telephone

Secondary Contact's Email	
Is the organization an LLC?	
Who are the individuals or communities who directly benefit from the Organization's programs and/or services?	
Describe how the property is used to support the organization's mission.	
<p style="color: red;">All requested information must accompany the completed application. Failure to do so will result in your application being denied.</p>	
<p>Copies of the following documents must be filed with this Petition:</p> <ul style="list-style-type: none"> • Articles of Incorporation and Bylaws (Bylaws must include a dissolution clause) • Certificate of Incorporation from the Missouri Secretary of State • Federal exemption letter from the IRS • All leases pertaining to the property (for real estate), if applicable <p>Financial documentation (audited statements will be the best evidence) for the last two (2) years.</p> <ol style="list-style-type: none"> a. Most recently filed IRS Form 990 (the actual form and not the postcard) b. Balance Sheet c. Income and expenses statement d. Statement of sources and uses of funds e. Rent f. If Organization charges for all or a portion of its services, provide the total amount of gross income and the dollar amount of discounted services or services provided at no charge g. If any part of your exemption includes religious parsonage, please provide a copy of the appointment/assignment letter 	
Please Print Your Name	Title
Please Sign Your Name	Date
<p style="text-align: center;">Please feel free to contact us: Special Assessment Unit Jackson County Assessment Department 1300 Washington Avenue Kansas City, MO 64105 (816) 881 – 1752 Specialassessment@jacksongov.org</p>	